



Vision Statement: All young children are valued, healthy and thriving.

Mission: To improve the quality, affordability and availability of early childhood programs in Summit County, Colorado.

The Tuition Assistance Manager is an essential role in ensuring that families have access to early childhood education services, promoting equity and access in the early childhood education sector. This position requires a combination of financial aid expertise, strong communication skills, and a commitment to helping families access quality educational opportunities for their children.

A Tuition Assistance Manager at Early Childhood Options is responsible for managing and administering tuition assistance programs aimed at helping families afford early childhood education services for their children. This role involves facilitating the application process, assessing financial eligibility, and ensuring equitable distribution of tuition assistance funds. This position reports to the Operations Director.

Job Overview: The Tuition Assistance Manager for Early Childhood Options is responsible for overseeing the tuition assistance program, facilitating the application process, and assessing eligibility to ensure that families have access to affordable early childhood education services. This role plays a crucial part in supporting families' access to quality early childhood education programs.

Key Responsibilities:

1. **Tuition Assistance Program Administration:** Manage all aspects of the tuition assistance program, including program development, implementation, and evaluation.
2. **Application Process:** Facilitate the application process for families seeking tuition assistance, ensuring that all required documentation is collected and reviewed promptly.
3. **Eligibility Determination:** Assess the financial eligibility of families applying for tuition assistance based on predetermined criteria and guidelines.
4. **Communication:** Maintain open and transparent communication with families throughout the application process, explaining eligibility criteria and program details.
5. **Documentation and Record Keeping:** Maintain accurate records of all applications, supporting documents, and correspondence with families.

6. **Funding Allocation:** Work with relevant stakeholders to allocate available tuition assistance funds equitably among eligible families.
7. **Compliance:** Ensure compliance with all relevant laws and regulations governing tuition assistance programs, including documentation requirements and reporting.
8. **Data Analysis:** Analyze data related to the tuition assistance program's performance, identify trends, and make recommendations for program improvement.
9. **Community Outreach:** Collaborate with community organizations, schools, and early childhood education providers to promote the tuition assistance program and increase awareness in the community.
10. **Customer Service:** Provide excellent customer service to families, addressing their inquiries and concerns promptly and professionally.

Qualifications:

- Bachelor's degree in a related field, such as social work, education, or human services (Master's degree preferred).
- Experience in managing tuition assistance or financial aid programs, preferably in the early childhood education sector.
- Knowledge of financial eligibility criteria and documentation requirements for tuition assistance programs.
- Strong organizational and record-keeping skills.
- Excellent communication and interpersonal skills.
- Ability to work with diverse families and provide culturally sensitive assistance.
- Proficiency in relevant software and data analysis tools.

Health and Safety Requirements

- Prolonged periods of sitting at a desk and working on a computer and viewing monitor/lit screen
- Ability to lift approximately 20lbs
- Some travel may be required; Ability to travel by standard modes of transportation.

Other General Requirements

- All permanent employment is dependent on the results of background checks.
- All persons accepting a position within Early Childhood Options will be required to provide valid proof of COVID-19 vaccination for qualify for medical or religious exemption.

Salary and Benefits

Salary ranges between \$60,000 and \$64,000 annually, dependent on education and experience. Generous benefits include health, dental, vision, wellness and PTO. Ski passes when available.

How to Apply

Qualified candidates should submit a letter of interest outlining relevant experience and a resume to catherine@earlychildhoodoptions.org. Please include "Tuition Assistance Manager" in the subject line. Candidates invited for an interview will be required to provide three (3) references, including one current professional reference.

Early Childhood Options is an equal opportunity employer, hiring and promoting staff, recruiting volunteers, and providing services to individuals without regard to race, creed, ethnicity, gender, gender expression, sexual orientation, marital status, military status, national origin, age, weight, height or physical ability.

For more information about Early Childhood Options, visit www.earlychildhoodoptions.org